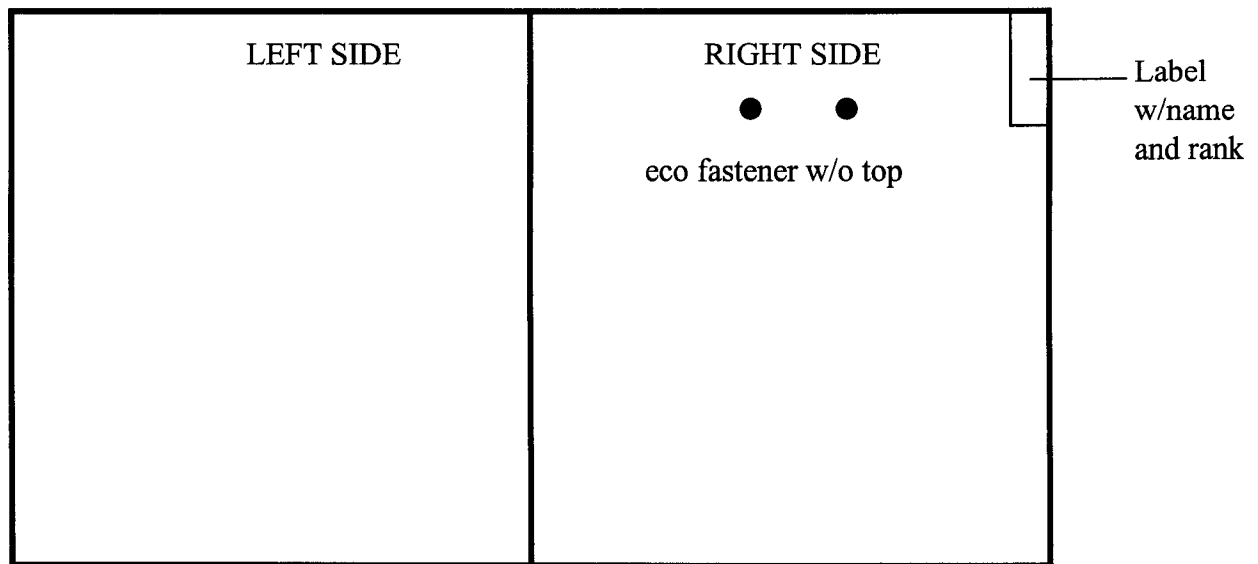


LTC Command Position Packet

REQUIRED DOCUMENTATION FOR BOARD CONSIDERATION

1. USARC Form 63-R, verified by Commander if in TPU.
2. Letter to President of Selection Board (optional).
3. Military Photograph taken in accordance with AR 640-30, Photographs for Military Personnel Files. Reverse side of photograph must include current height, weight and officer's signature
4. Resume of Career Service prepared in accordance with figure A-1.
5. Up-to-date copy of DA Form 2B USAR (SIDPERS-USAR Personnel Qualification Record-Part I) and DA Form 2-1 (Personnel Qualification Record-Part II) verified as accurate and complete, and signed/dated by the officer.
6. Copies of last 3 Officer Evaluation Reports.
7. Statement of Understanding, figure A-2, if applicable.

SAMPLE FOLDER OF APPLICATION PACKET



DOCUMENTS WILL BE SUBMITTED IN A MANILA FOLDER, ARRANGED ON THE RIGHT SIDE IN THE ORDER INDICATED ABOVE, WITH NO TABS, STAPLES, PAGE DIVIDERS, OR DOCUMENT PROTECTORS.

Colonel/Lieutenant Colonel Command Assignment Selection Board Worksheet

(For use of this form see USARC Reg 140-5; the proponent agency is DCSPER)

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, U.S. Code Annotated, Sections 3012 and 3013. PRINCIPAL PURPOSE: To provide information essential to select candidates to fill U.S. Army Reserve position vacancies in the ranks of Lieutenant Colonel and Colonel. ROUTINE USES: To provide selection board members with a synopsis of pertinent qualifications and to compile the list of Official Military Personnel Folders that the board will require. EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION: Furnishing this information is voluntary, but failure to do so may delay or prevent assignment of the respondent to a command position in the rank of Lieutenant Colonel or Colonel.

Section I. INDIVIDUAL OFFICER COMPLETE

NAME: _____ SSN: _____
(Last, First, MI)

* RANK: _____ DOR: _____ BR & AOC: _____ MRD: _____ DOB: _____

CURRENT DUTY ASSIGNMENT: _____
(Title, Unit, MSCARR/IMA)

ASSIGNMENT PREFERENCES

Mileage from my home address to the positions/locations is listed below. I will be available to participate in all administrative and Multiple Unit Training Assemblies (MUTA), regardless of distance.

UNIT	LOCATION	MSC	MILEAGE	MODE OF TRANS	BR & AOC
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____

HOME ADDRESS: _____

BUSINESS TELEPHONE #: _____ HOME TELEPHONE #: _____

E-MAIL ADDRESS: _____

(SIGNATURE/DATE)

* Do not include "(P)" unless you are currently listed on a promotion selection list.

Section II. UNIT COMMANDER COMPLETE (or records custodian if unit commander applying or unavailable)

DATE LAST PHYSICAL EXAM: _____ PULHES: _____

DATE LAST APFT: _____ (Check one) ☐ PASS ☐ FAIL ☐ PROFILE (Enter date) _____

CURRENT HEIGHT: _____ WEIGHT: _____ MAX ALLOWABLE WEIGHT IAW AR 600-9: _____

MEETS BODY FAT STANDARDS: (Check one) ☐ YES ☐ NO ☐ NA

I CERTIFY THAT I HAVE PERSONALLY VERIFIED ALL INFORMATION CONTAINED HEREIN:

(SIGNATURE/DATE)

(TYPED NAME/GRADE/TITLE)

RESUME OF CAREER SERVICE (SAMPLE)

As of (insert date)

JEFFERSON, Thomas Edward, 00-00-0000

Lieutenant Colonel, Infantry, USAR

Date and Place of Birth: 4 July 1948, Jefferson, Iowa

Mandatory Removal Date: 15 March 2003

Home Address: 15 Main Street, Anywhere, ST 00000-0000

Present Assignment: ARPERCEN, Control Group (Individual Mobilization Augmentee)

Civilian Occupation: Executive Vice President

Business phone Number: (800) 456-7890

Enlisted Service:

RA 20 January 1966 - 19 January 1969

Source and Date of Commission or Appointment:

ROTC, 15 June 1973 (Distinguished Graduate)

Total Years of Commissioned Service (Active Duty and Active Reserve):

Over 27 Years

Total Years of Service:

Over 31 Years

Military Education (Resident and Non-Resident):

Year Completed

Infantry School, Officer Basic Course (Resident)	19xx
Quartermaster School, Officer Advanced Course (Non-resident)	19xx
Command & General staff College (Non-resident)	19xx
National Defense University, National Security Management Course (Non-resident)	19xx
Army War College (Non-resident)	Enrolled

Figure A-1

JEFFERSON, Thomas Edward, 000-00-0000

Educational Degrees (School, City, State, Degree, Major, Date):

University of Iowa, Iowa City, Iowa	B.A.	Political Science	1973
Antioch School of Law, Washington, D.C.	J.D.		1985

Decorations, Service Medals and Badges (List by Precedence):

Bronze Star
Meritorious Service Medal with Two Oak Leaf Clusters
Army Reserve Components Achievement Medal with Two Oak Leaf Clusters
National Defense Service Medal with Bronze Service Star Device
Armed Forces Reserve Medal

Decorations, Service Medals and Badges (continued):

Vietnam Service Medal with Four Bronze Service Stars
Army Service Ribbon
Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge
Republic of Vietnam Campaign Medal

Chronological List of Appointments:

*By category in chronological order without abbreviations.
Use OER dates (Mo Yr)*

ACTIVE DUTY (show casual status and non-rated periods)

	<u>From</u>	<u>To</u>
Student, Engineer School, Fort Belvoir, Virginia	Jun xx	Feb xx
Casual Status	Feb xx	Mar xx
Platoon Leader, Company C, 701st Engineer Battalion (Combat), 16th Infantry Regiment, Vietnam	Apr xx	Dec xx

USAR - Not on Active Duty:

Control Group (Annual Training)	Jan xx	Aug xx
Student, USAR Schools	Sep xx	Feb xx
Control Group (Reinforcement)	Feb xx	May xx

ARNG - Not on Active Duty:

Assistant S-4, 1st Battle Group - Ohio (show State)	Jan xx	Sep xx
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USAR - Not on Active Duty:

Plans & Policy Officer (IMA), Fort Huachuca, Arizona	Oct xx	Jan xx
Plan & Policy Officer, 103rd Corps Support Command Des Moines, Iowa	Jan xx	Feb xx

Figure A-1 (cont'd)

Executive Officer, 3rd Battalion, 75th Field Artillery, Des Moines, Iowa	Aug xx	Sep xx
<u>USAR - AGR:</u>		
Personnel Management Officer, Engineer Branch, OPMD, RCPAC, St Louis, Missouri	Aug xx	Oct xx
Staff Officer, Personnel Division, Office of the Chief, Army Reserve, Washington, D.C.	Oct xx	Mar xx
<u>USAR - Not on Active Duty:</u>		
Engineer Staff Officer (DMA), Office of the Chief of Engineers, Washington, D.C.	Mar xx	Present

Figure A-1 (cont'd)

RESUME OF CAREER SERVICE - ADDENDUM
CIVILIAN OCCUPATION

As of (insert date)

JEFFERSON, Thomas Edward, 000-00-0000

Civilian Occupation:

Executive Vice President, DFS Corporation, Gaithersburg, Maryland

Nature, Scope and Extent of Responsibilities:

Have overall responsibility for design, construction and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Marketing to Europe and the Pacific Rim are being implemented within the next two years. Supervise a staff of three vice presidents and have overall responsibility for 200+ employees at three locations. Annual operation budget for 1995 was in excess of \$9 million. Position requires world-wide travel to customer locations.

(Signature and Date)

STATEMENT OF UNDERSTANDING

Officer's Name:

LAST NAME

FIRST

MI

1. I understand that the position (s) for which I am applying require (s) a rank above the rank which I hold.
2. I am not currently on an approved promotion list.
3. I understand that, if I am selected for a command position for which I have applied, and I am not selected for promotion by a unit vacancy promotion board for which I am eligible, I will be removed from that command position.

(Signature and date)

Figure A-2



DEPARTMENT OF THE ARMY
9th BN(C&GS), 100th REGT, 6th BDE, 100th DIV (IT)
160 WHITE BRIDGE ROAD
NASHVILLE, TENNESSEE 37209-4598

REPLY TO
ATTENTION OF:

AFRC-TKY-FA-CO (350)

8 April 2002

MEMORANDUM THRU Commander, 6th Brigade, 3600 Century Division Way,
Louisville, KY 40205-5600

FOR Commander, 100th Div (IT), ATTN: AFRC-TKY-OP, 3600 Century
Division Way, Louisville, KY 40205-5000

SUBJECT: Policy Letter #2-Officer Vacancies

1. Advise all applicants the following criteria must be met for the CGSC instructor positions.

a. Any Major/LTC applying to become CGSC Small Group Leaders must have at least four (4) years remaining before their MRD. This allows for a six-month internship during and IDT phase under a certified CGSC instructor and one (1) year of certification training and three (3) years of productivity as an instructor. The officer must become Subject Matter Proficient (SMP) in all phases. The officer must attend the Faculty Development Course (FDC) at Fort Leavenworth, Kansas. Completion of these requirements will allow the officer to earn the 5K skill identifier required of all Small Group Leaders. Failure to earn the 5K identifier will result in the position being declared vacant. Applicant must be a CGSC graduate.

b. An applicant will reside within a reasonable commuting distance of instruction site to facilitate conduct of classes. The officer will be able to instruct IDT classes from October through May on a weekly or weekend basis. The officer will conduct recruiting visits as required from April through October to sustain future classes. All Officers must be computer literate. Have passed the APFT within the past 12 months as of the end of the month and year in which the board convenes. Must be physically qualified and meet height/weight standards IAW AR 600-9.

c. The officer will routinely interface with his/her Regional Coordinator (RC) throughout the instructional year.

AFRC-TKY-FA-CO (350)

SUBJECT: Policy Letter #2-Officer Vacancies

2. POC this command is Mr. Woodall, SA, (615)-353-2500. EXT 1360.

DAVID L. SMALLEY
LTC, MS, USAR
Commander



**DEPARTMENT OF THE ARMY
10TH BATTALION(CAS3), 6TH BRIGADE(PD), 100TH DIVISION
1051 Russell Cave Pike, Lexington, KY 40505-3494**

AFRC-TKY-FB-CO (350)

4 Apr 2002

MEMORANDUM THRU CDR, 6th Bde(PD), 100th Div(IT), 3600 Century Division Way, Louisville, KY 40205-5000

FOR CDR, 100th Division(IT), ATTN: AFRC-TKY-PR, 3600 Century Division Way, Louisville, KY 40205-5000

SUBJECT: Staff Leader Vacancies

1. All applications for Staff Leader positions in the 10th Bn(CAS3) should be aware of the following criteria:

- a. Each applicant must have at least four (4) years before MRD in order to be considered for a Staff Leader position.
- b. Each applicant should be prepared to complete up to 33 days of AT/ADT during the first year of assignment in order to become qualified to lead a CAS3 Staff Group. This training will be completed in three phases; working with a senior Staff Leader with IDT and AT for Phase 2a and 2b, attend Staff Leader course at Ft. Leavenworth, and the Total Army Instructor Training Course (TAITC) or Faculty Development Course (FDC).
- c. Be a CGSC graduate.
- d. Each applicant is expected to be able to set the example in ALL areas of performance as listed on DA Form 67-8-1, including APFT.

2. Point of contact is Ms Deborah Ashley, comm. 859-254-2085. E-mail Deborah.Ashley@se.usar.army.mil.

JAMES H. ROE
LTC, AR, USAR
Commanding